eSpace

Installation Manual - August 2006

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General specifications of components

Panels

Nominal Panel Widths		Nominal Panel Heights	
305 mm	(12”)	771 mm	(30”)
457 mm	(18”)	835 mm	(32”)
610 mm	(24”)	949 mm	(37”)
762 mm	(30”)	1127 mm	(44”)
914 mm	(36”)	1330 mm	(52”)
1067 mm	(42”)	1711 mm	(67”)
1219 mm	(48”)	2092 mm	(82”)
1372 mm	(54”)		
1524 mm	(60”)		

Power and communications

Infeed for power and communication cables have the option of being connected to the raceway from the ceiling, floor or wall.
The non-powered panels can be field converted to powered panels, at no additional cost, except for the necessary electrical components, and without disruption to data and telecommunications.
One side of the service poles is accessible.
All workstations can provide power and communications outlets at desk height (if required) except when the panels are 30” high. These outlets are accessible using one hand.

Worksurfaces

Worksurfaces edges are PVC edged and rounded.
Corner worksurface - The outer dimensions of the corner worksurface are: 42"/48" wide (1067/1219 mm)
24"/30" deep (610/762 mm)

Rectangular worksurfaces are available in the following sizes:

Worksurface Widths		Transaction tops lengths	
610mm	(24”)	610mm	(24”)
762mm	(30”)	762mm	(30”)
914mm	(36”)	914mm	(36”)
1067mm	(42”)	1067mm	(42”)
1219mm	(48”)	1219mm	(48”)
1372 mm	(54”)	1372 mm	(54”)
1524 mm	(60”)	1524 mm	(60”)

The width of the transaction tops is 381mm (15”).

Flipper door cabinets and bookshelves

Flipper door cabinet and bookshelf widths

610mm	(24”)
762mm	(30”)
914mm	(36”)
1067mm	(42”)
1219mm	(48”)
1372 mm	(54”)
1524 mm	(60”)

The flipper doors are lockable and can be keyed-alike with pedestals.

Task lights and accessories

Task light widths

610mm	(24”)
762mm	(30”)
914mm	(36”)
1067mm	(42”)
1219mm	(48”)
1372 mm	(54”)
1524 mm	(60”)

The accessory rail is available in various widths and not limited to specific panel sizes. The accessory rail is independent of the panel sizes, is mounted on the panel and can be moved laterally (horizontally) along the panel.
Accessories for the rail can include a telephone holder, an in/out tray, and a slanted paper sorter.
Coat hooks are available and are securely but not permanently attached to the top of the panel.

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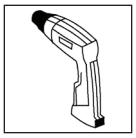
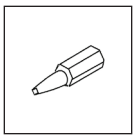
I. Required Installation Tools

1. Electric drill
   and drill bits



2. Robertson screw-driver bits for
   #8 screw, sq skt head
   #10 screw, sq skt head



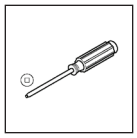
3. Pry bar

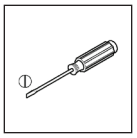
4. Hack saw and hack saw blades

5. Rubber mallet

6. Pliers

6. Straight slot
   & square socket
   drive screw-drivers





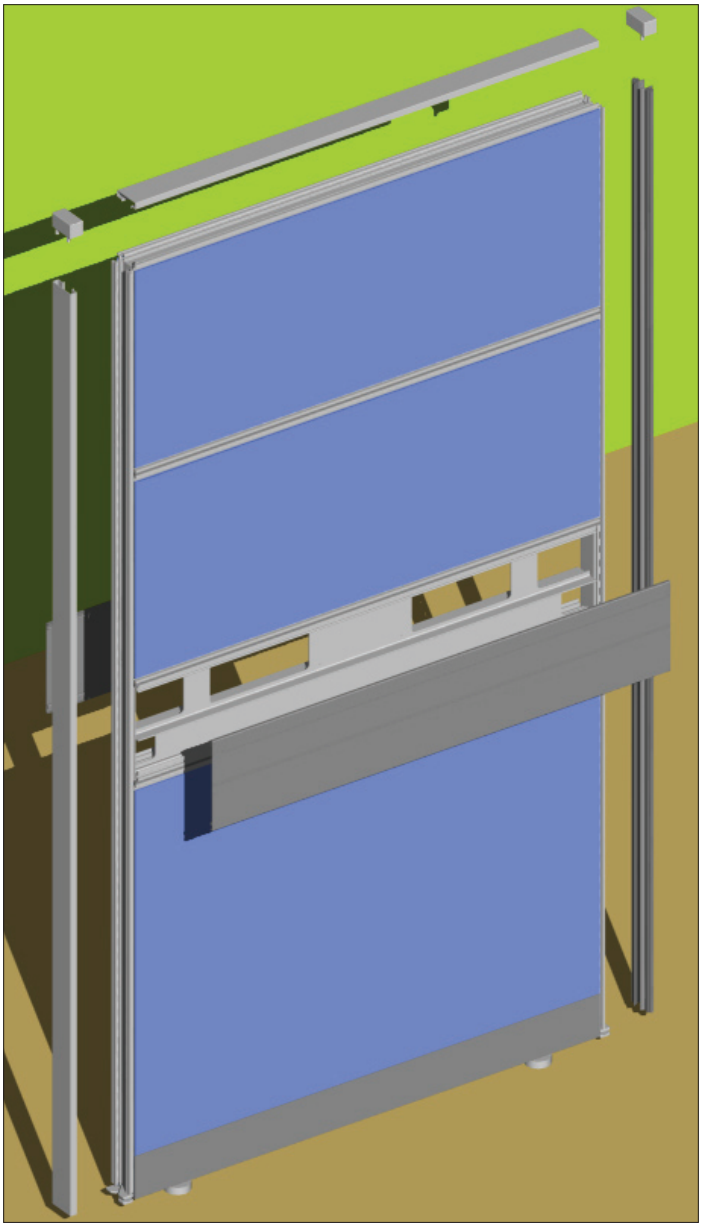
7. Measuring tape (mm/inch)

8. Carpenters level

9. Open key set

10. Electric miter saw
    with proper blades

11. Working bench



II. Getting Started

First, open all packages and sort the products accordingly:

1. Panels (by size and color)
2. Posts (by height and configuration)
3. Top caps (by size)
4. Electrical components (by size)
5. Overhead storage components
6. Task lights
7. Tackboards
8. Worksurface supports
9. Storage components
10. Worksurfaces and reception countertops
11. Accessories and other components

Then, before beginning the installation itself, measure and lay out the intended design on the floor using chalk or tape.
All panel dimensions are nominal and will not require calculating a creep factor.

III. Panels

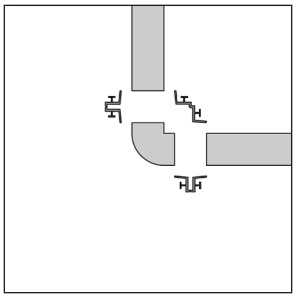
1. Panel Installation

a. Connect panels and posts

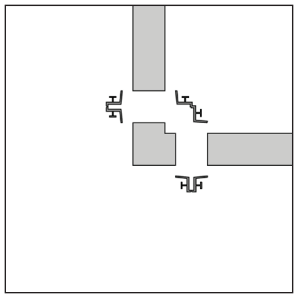
Start the panel installation according to the panel plan and floor layout. It is best to start with a corner post connection and, because of possible unevenness with floor conditions, finish with wall mount connections.

b. Corner Post (Multi-Panel) Connections

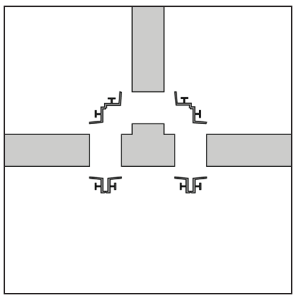
Start with the **first panel**
and a 2-way Radius Corner Post **(1.1)**
or a Square Corner Post **(1.2)**
or a 3-way T-connection Post **(1.3)**
or a 4-way X-Connection Post **(1.4)**.



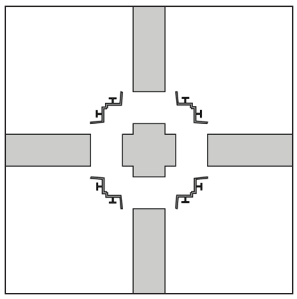
1.1 2-way Radius Connection



1.2 2-way Square Connection



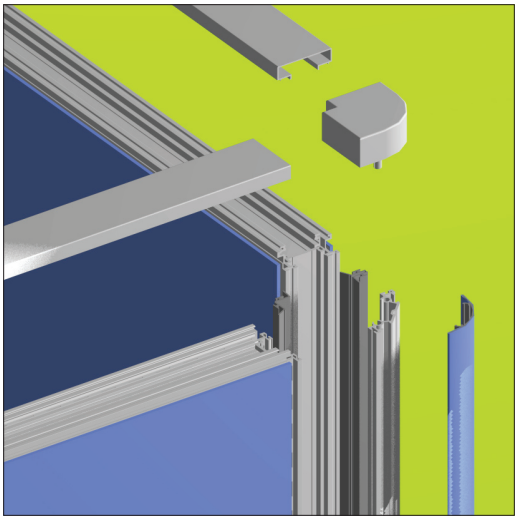
1.3 3-way Connection



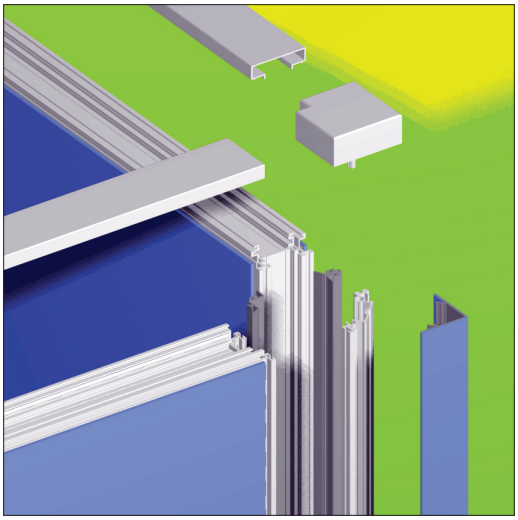
1.4 4-way Connection

2. Multi-panel connection

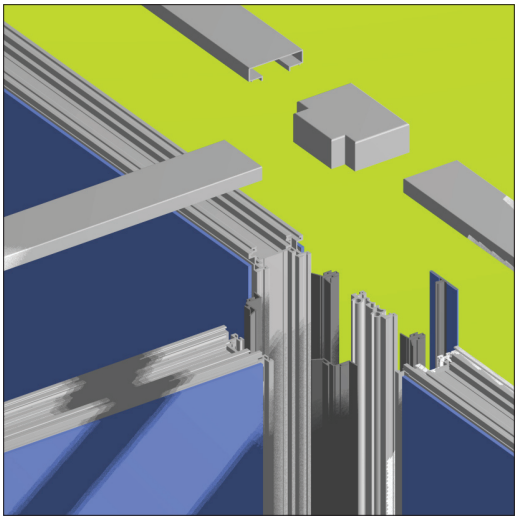
Slide the second panel into the first one by connecting the interlocks at the bottom of each panel, align the panel tops, and insert the PVC hinge by sliding from top to bottom as shown below. Continue connecting the remaining panels that connect to that post. Make sure that the top of the post is aligned with the top of the panel.
Level the panels. Panels should be levelled as they are installed by adjusting the levelling glide. Lastly, install top trims, caps and vertical mouldings.



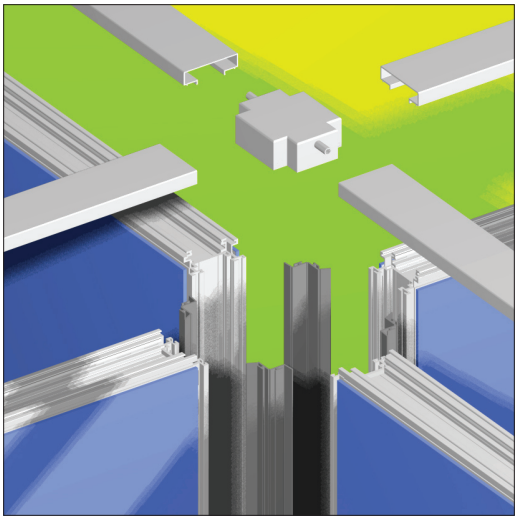
1.1 2-way Radius Connection



1.2 2-way Square Connection



1.3 3-way Connection

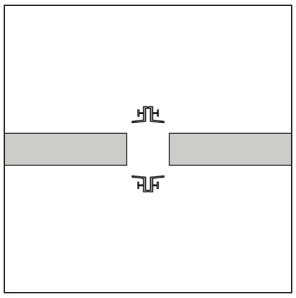


1.4 4-way Connection

3. PVC Hinge Installation

Panel to Panel Connection

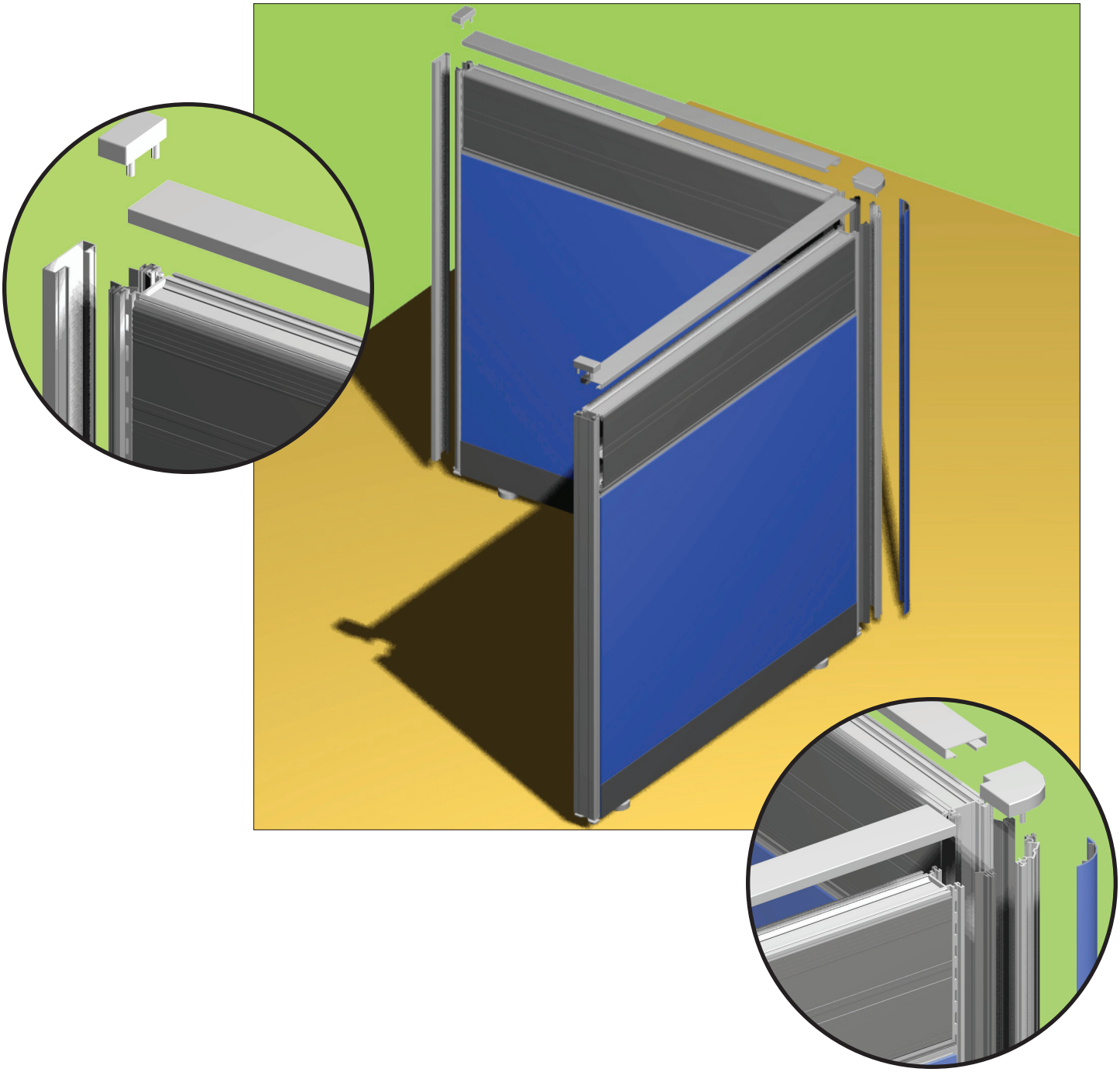
Place panels side by side, slide the PVC hinge in place starting from the top.



1.5 Panel to Panel Connection

4. Special Caps for 37" High Panel

The caps for 37" high panel are thinner than standard ones, installation remains the same



5. Wall Mount Connection

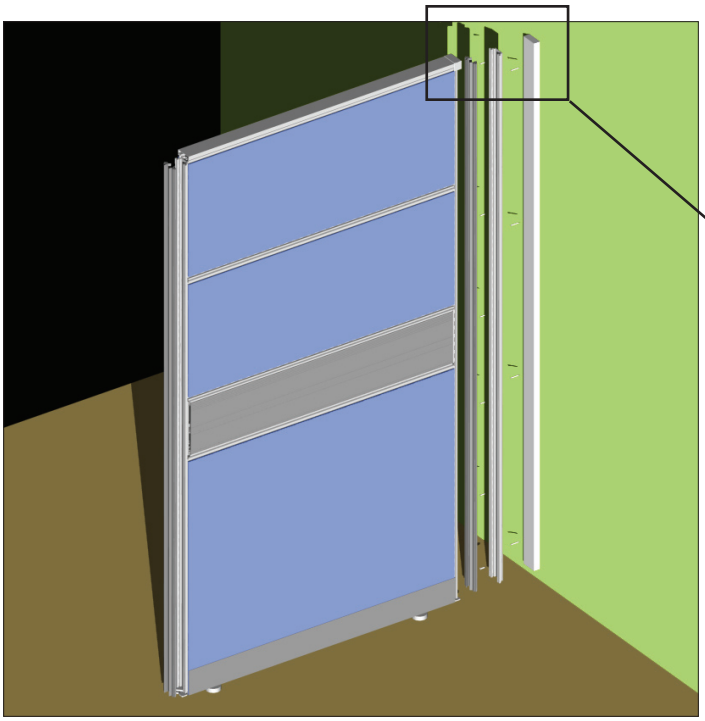
Wall mount post

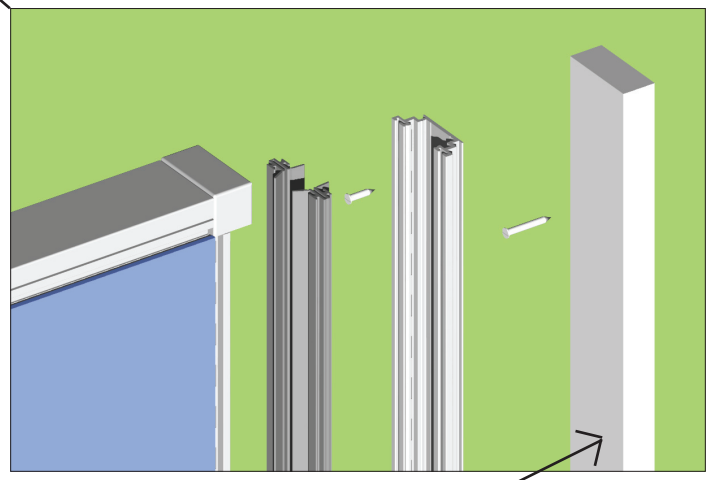
Important :

Use the appropriate screws or fasteners to fix to the type of wall construction **(fasteners are not included)**.

Use a level to determine if the wall is plumb. If it is not, shim the wall mount post.

To mark the screw locations hold Wall Mount Post against the wall, making sure that the bottom of the post aligns with the bottom of the screen which attaches to it. Use the carpenter's level to keep the post plumb. Account for variations in the floor level by extending the screen levellers. Attach the Wall Mount Post, then insert the PVC hinge between the post and panel.

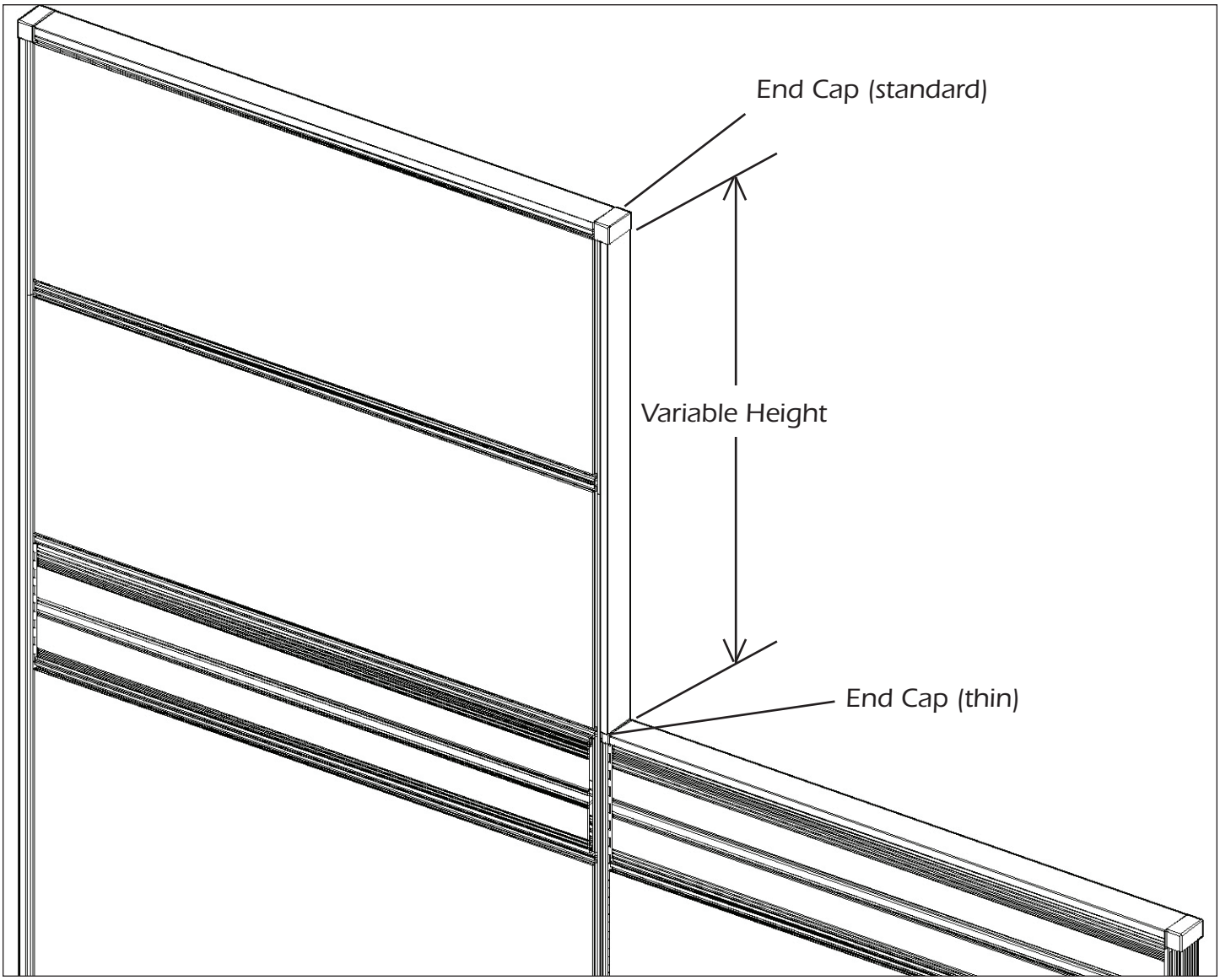




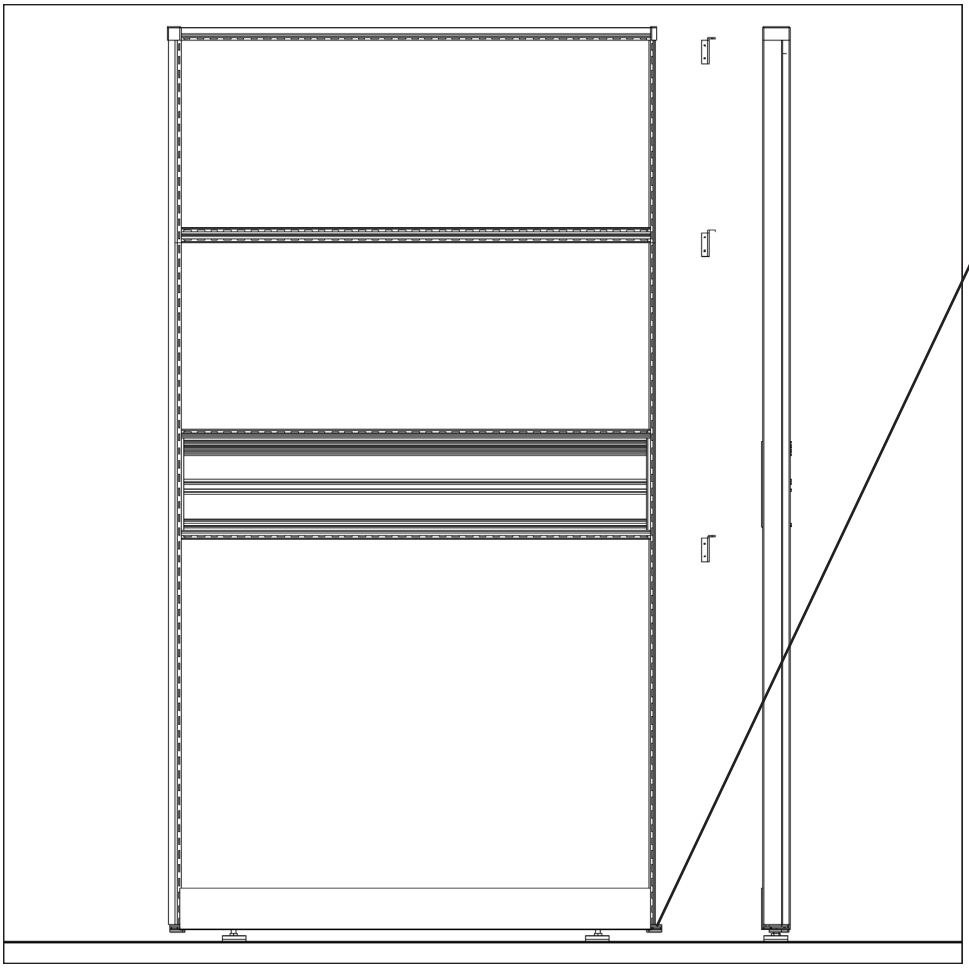
6. High-low Panel Assembly

High-low Panel Connections

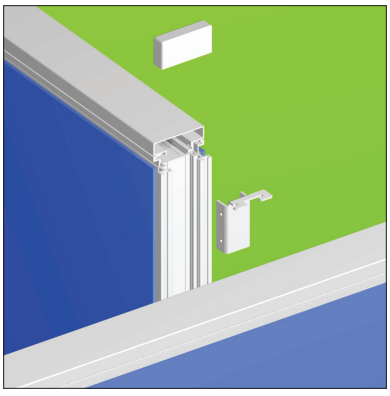
Install the PVC hinge between the two panels (the PVC hinge is same height than the shorter panel). Then place end cap (thin) and top trim on the shorter panel. Lastly, install variable height vertical moulding between the two panels and end cap (standard) on the taller panel.

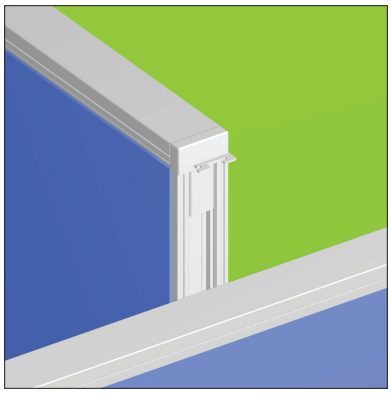


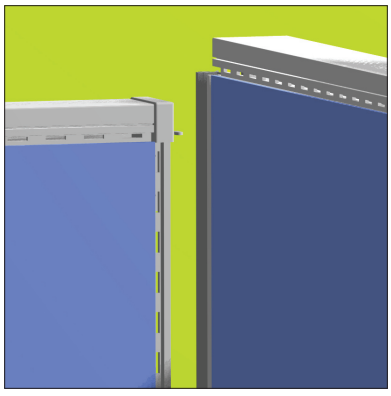
7. Perpendicular Panel Connection Bracket



Install the three (3) brackets on side of already installed panels.
Remove one interlock prior to the installation.
Place and align the perpendicular panel against the first one and connect them together with brackets (supplied).
Secure all the brackets with one metal screw, #8 x 1/2", square socket.

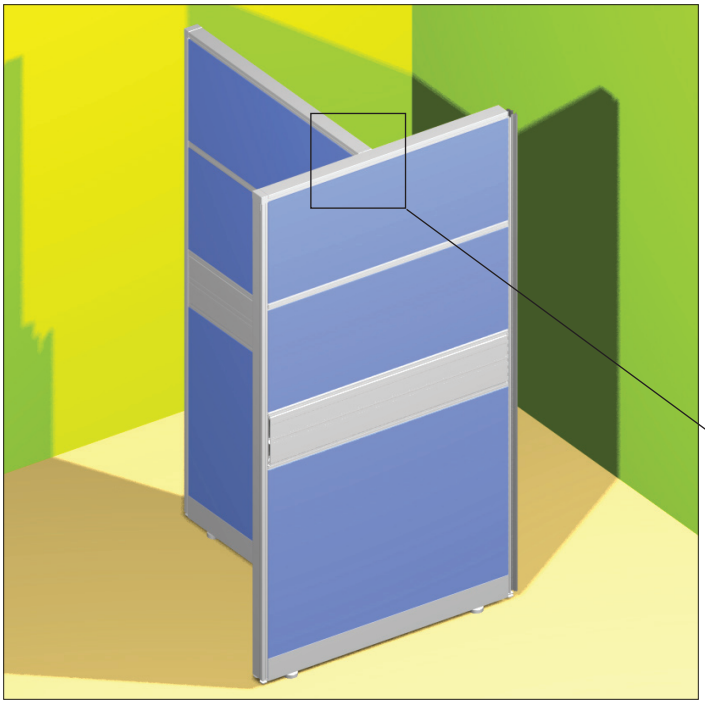


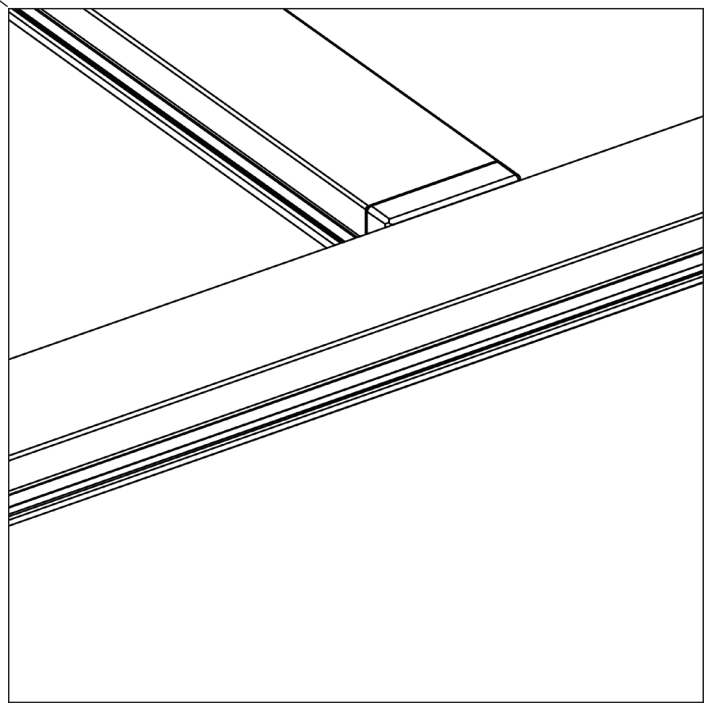




8. Perpendicular Panel Connection Cap

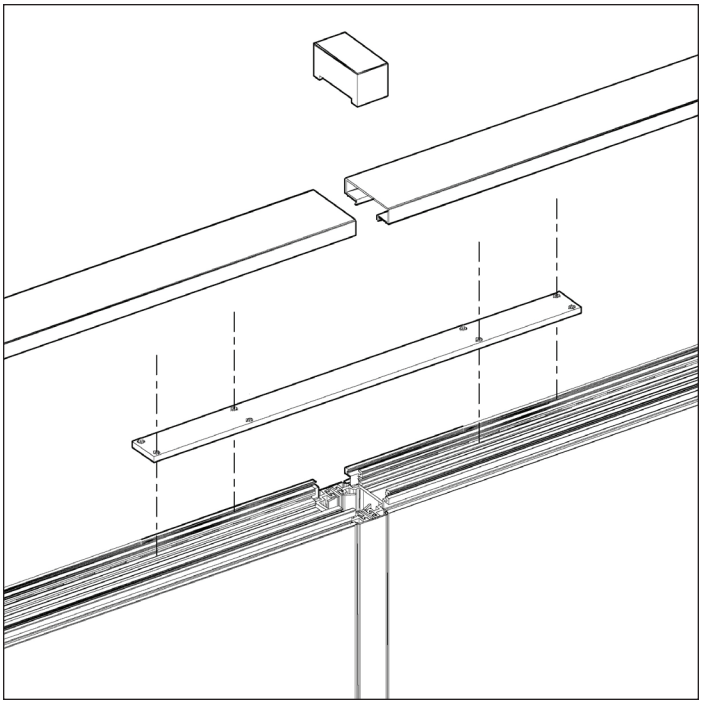
Insert cap between panels.





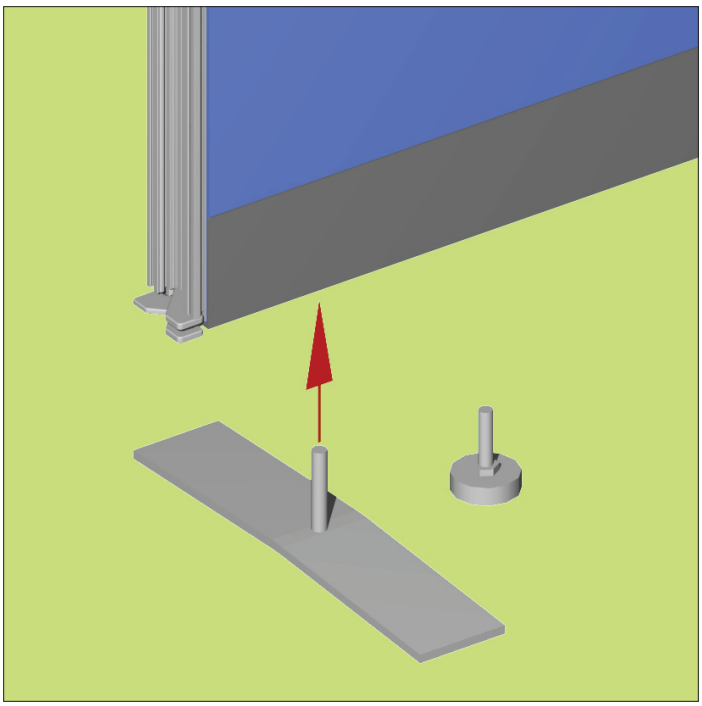
9.a Reinforcement bar for panel to panel connection

1.Remove the 2 screws at each end of the upper horizontal connectors
2.Place the reinforcement bar and screws (4) as shown below
3.Install special grooved cap and top trims



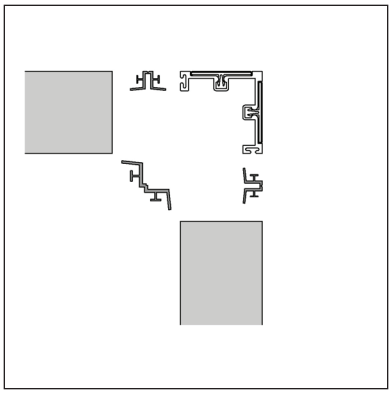
9.b Panel foot

Use panel foot when required by interchanging with glide

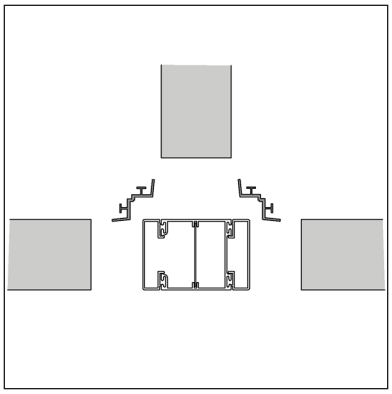


IV. Power Pole Installation

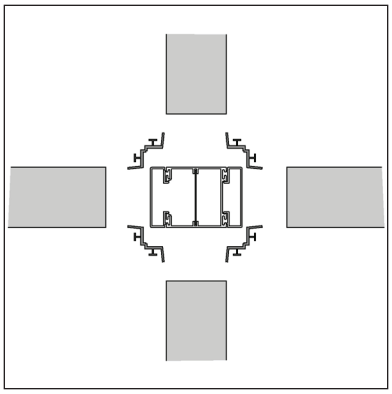
Power Pole installation from top of panel to ceiling



2-way Connection

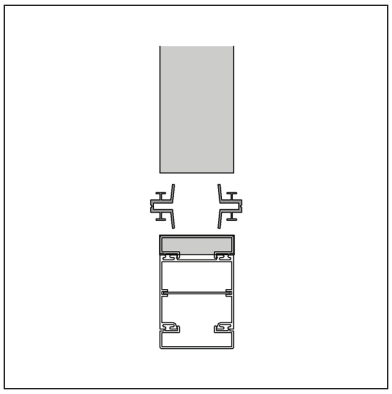


3-way Connection

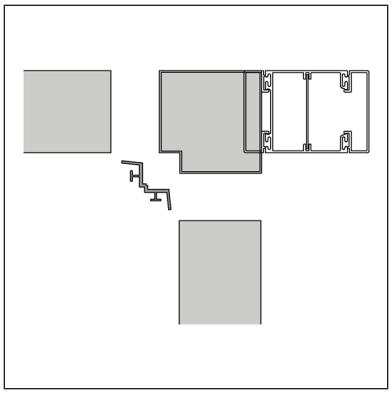


4-way Connection

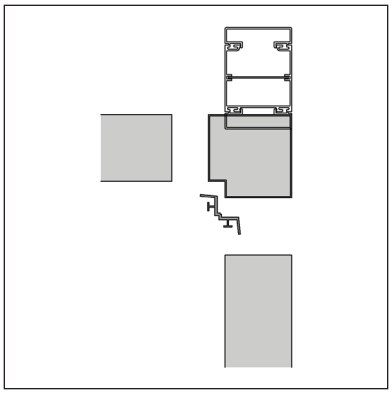
Power Pole installation from floor to ceiling



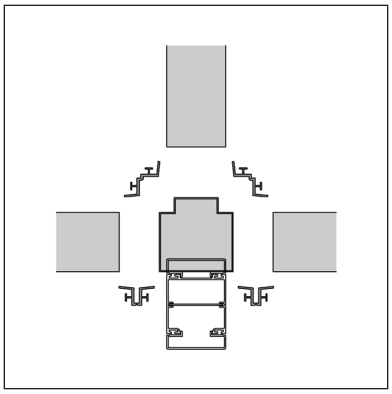
End Panel Connection



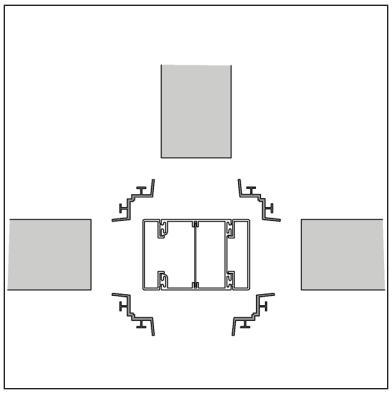
2-way Connection



2-way Connection



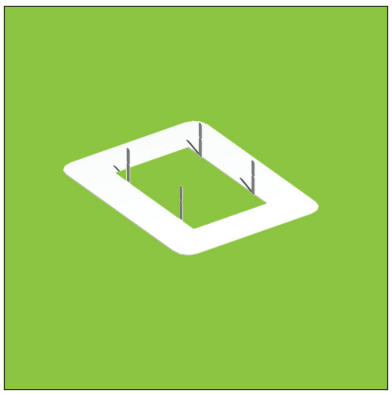
3-way Connection

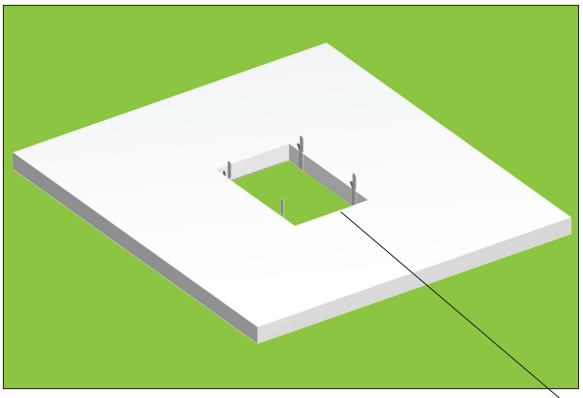


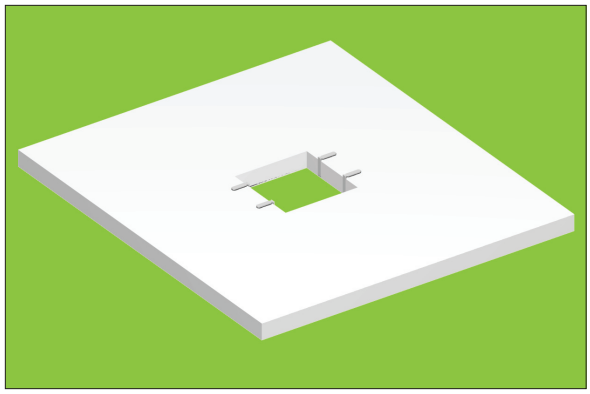
3-way Connection

Finishing Ceiling Plate Installation

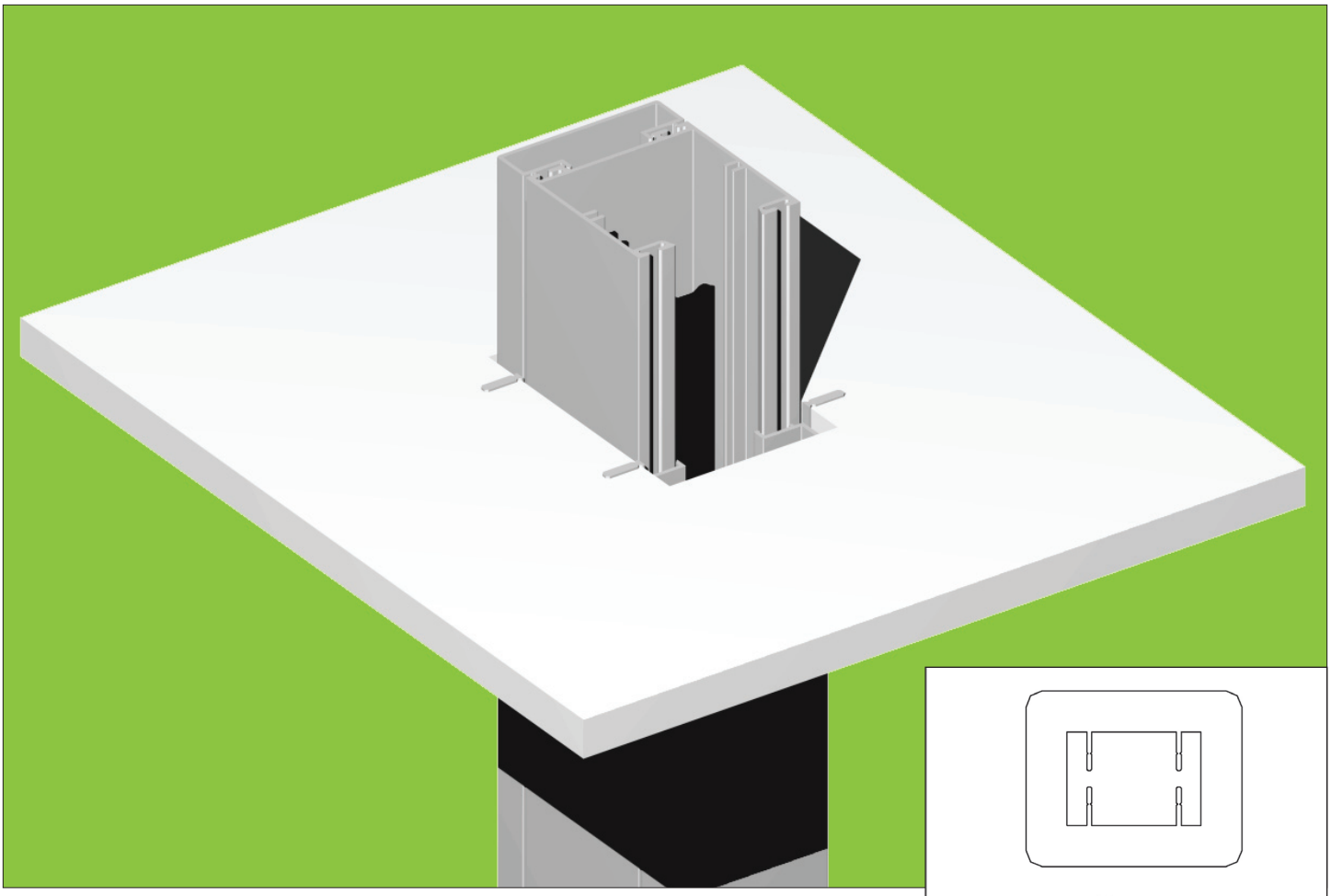
After making certain all worktations are well installed at the correct location and that all panels are electrically connected, complete the power pole installation by placing the finish ceiling plate. If necessary, cut out the required size hole in the ceiling tile. Put in place the ceiling plate and bend strips as showned.

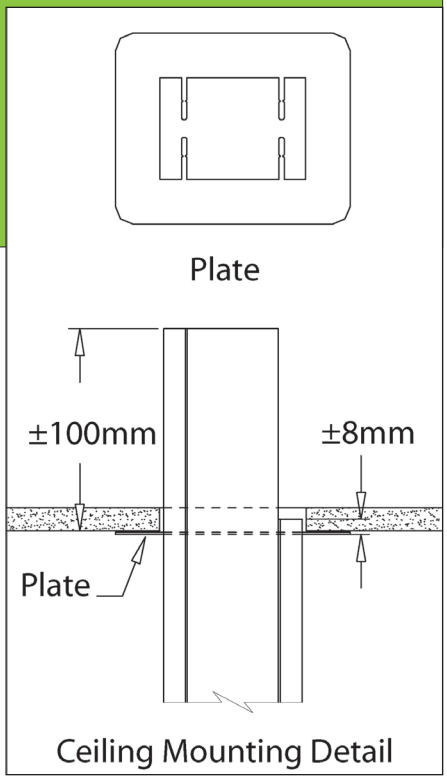






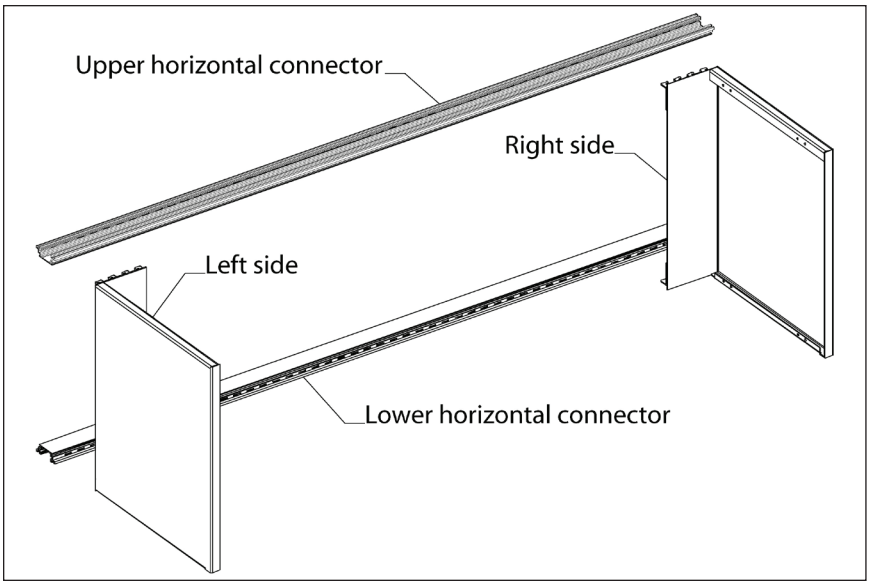
Dimensions of the ceiling tile opening
86mm x 62 mm (3 3/8" x 2 7/16")





Ceiling Mounting Detail

V. Flipper Door Bookshelf Installation



Step 1

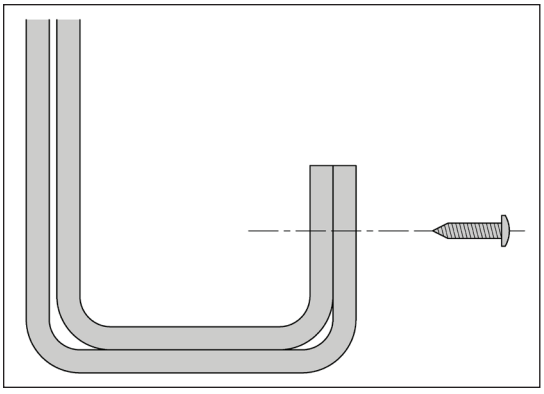
Note :
Same installation instructions (steps 1 & 2) apply for open bookshelf

Step 1 :

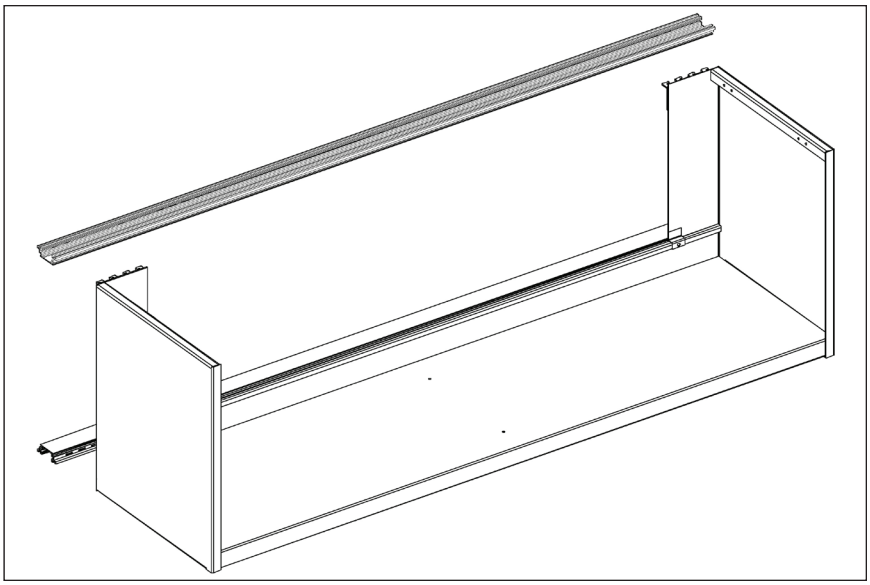
Remove left and right bookshelf sides from packaging. Mount sides at desired location onto the upper and lower horizontal connectors as shown. Slide sides into the proper slot to accomodate with bookshelf.

Step 2 :

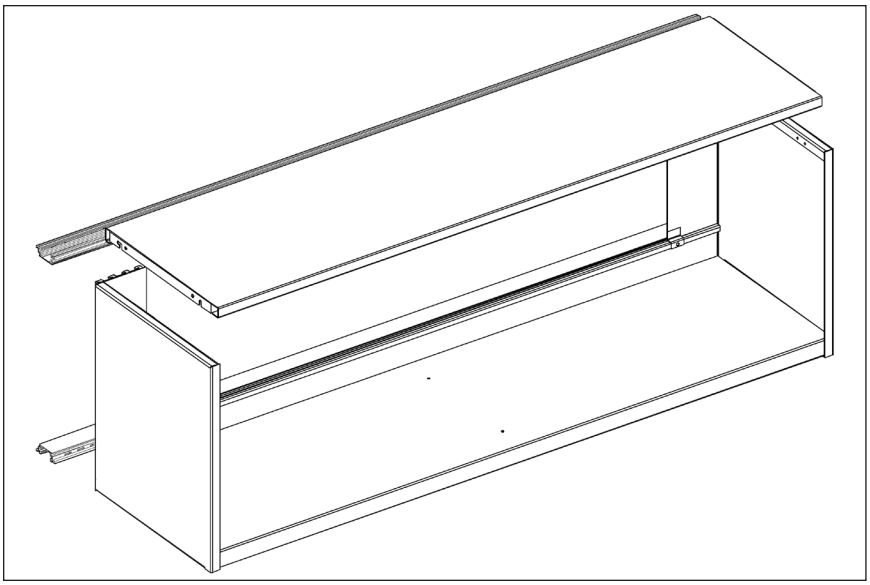
Remove the lower shelf from the package and set between sides. Note : The bottom of each side forms a "J" (see detail). The bottom of the shelf has a similar detail. The shelf will nest inside this "J". Once the shelf is in place, use screws #10 to secure. Make required adjustements to the shelf as necessary to make it plumb and square to the panel.



Detail



Step 2



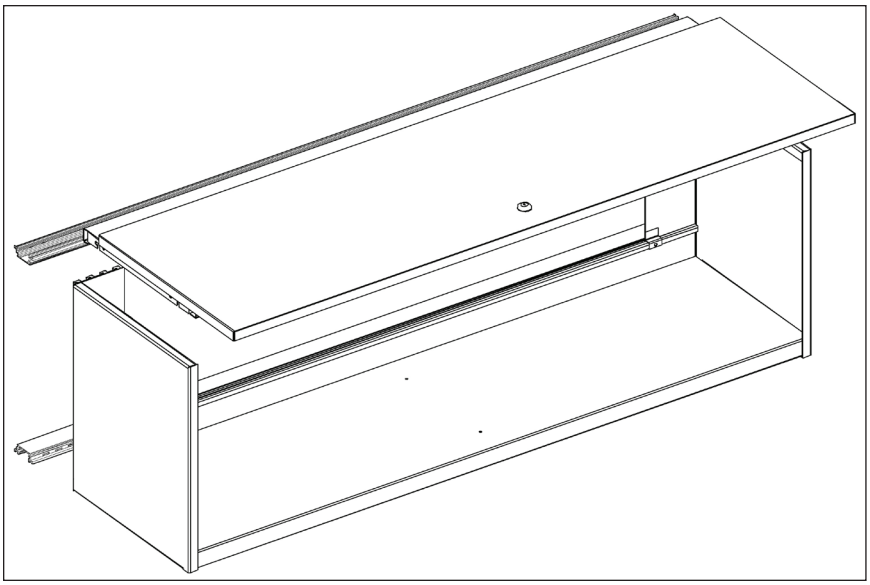
Step 3

Step 3 :

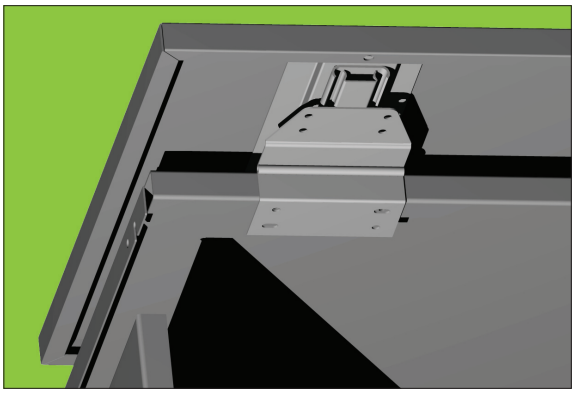
Place 2 screws onto top edge of each side but do not tighten. Place the top shelf between the two sides aligning the two slots on the shelf ends with the corresponding holes on the ends of the top shelf and tighten the 4 screws.

Step 4 :

Lastly, install the flipper door onto the top shelf, aligning the bracket holes with the top shelf holes and fix using the 2 screws provided. Do not tighten. Adjust the door to make it close flush at the bottom. Complete by installing remaining screws and tighten.

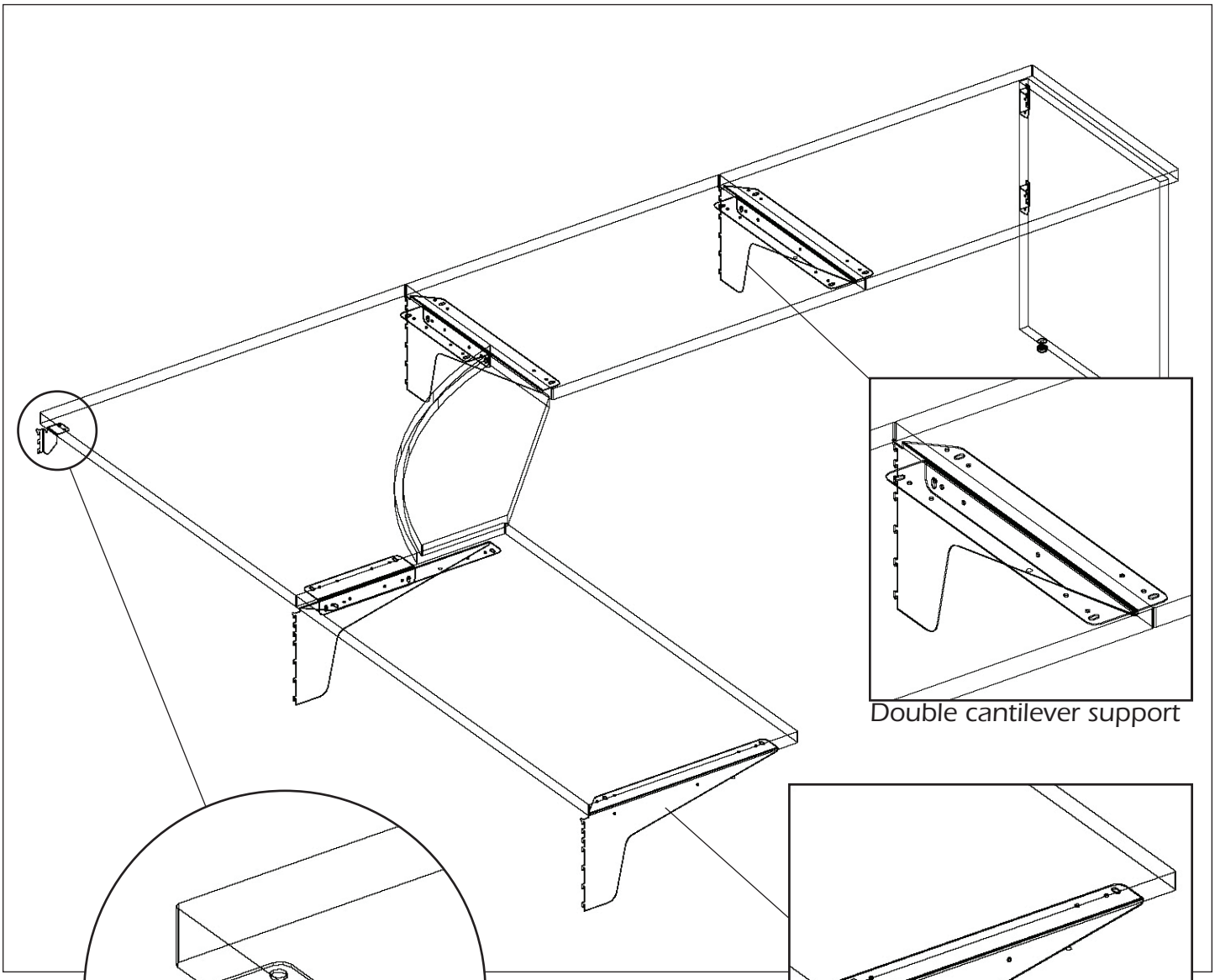


Step 4

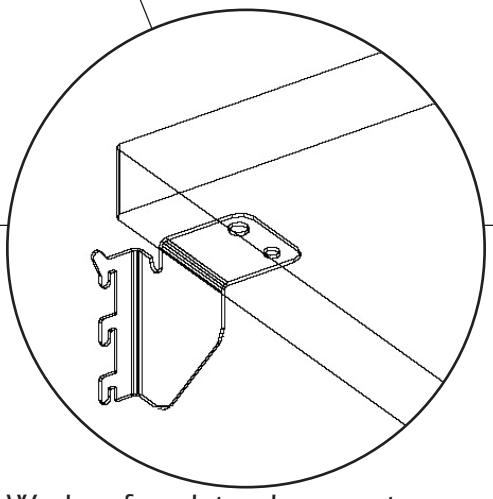


Note :

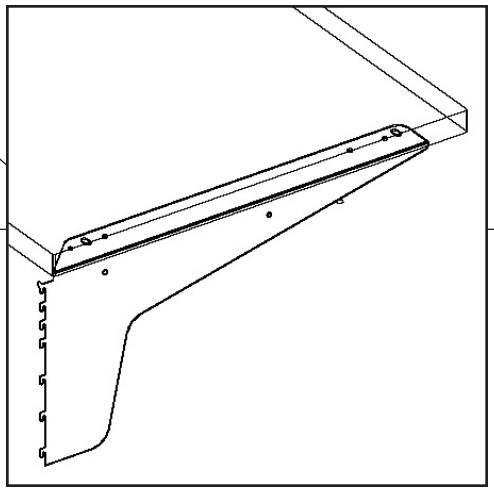
When bookshelf doors and pedestal drawers are to be keyed alike, lock cylinders must be installed on site once flipper door installation is completed. Adjustment may be required.



Double cantilever support



Worksurface lateral support
bracket R.H. shown



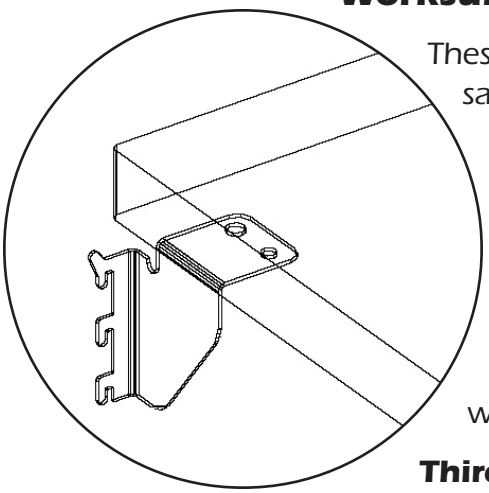
Single cantilever support
L.H. shown

V. Worksurface Installation

Worksurface supports

A number of options are available for worksurface supports : brackets, cantilever supports, flush plates, end gables.

Worksurface support brackets



Worksurface support bracket R.H. shown

These are used to attach the end of a worksurface to a panel of the same size.

First : Insert a pair of support brackets (one right-hand and one left-hand) into the vertical slotted connectors at the desired height. For the standard worksurface height of 29 in. (737 mm), insert the brackets at approximate height, then measure for precision.

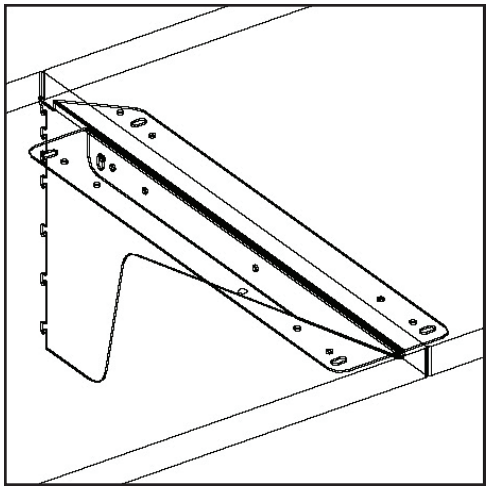
Second : Seat the brackets gently but firmly using a hammer and wood block.

Third : Screw the brackets into the metal inserts under the worksurface (use screw 1/4-20NC x 1/2").

Cantilever supports

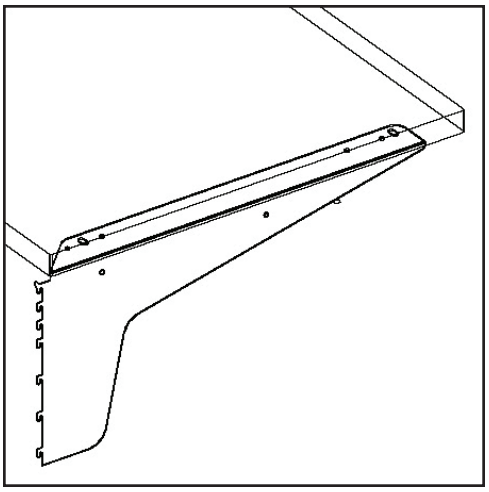
Two types of cantilevers are available : double cantilever support and single cantilever support that can be left or right hand.

Double cantilever supports : They have a wide flange with two pairs of slotted screw holes and are attached to hook channels to support two adjacent worksurfaces. When all supports are in place and the worksurface is positioned, screw into the metal inserts under the worksurface.

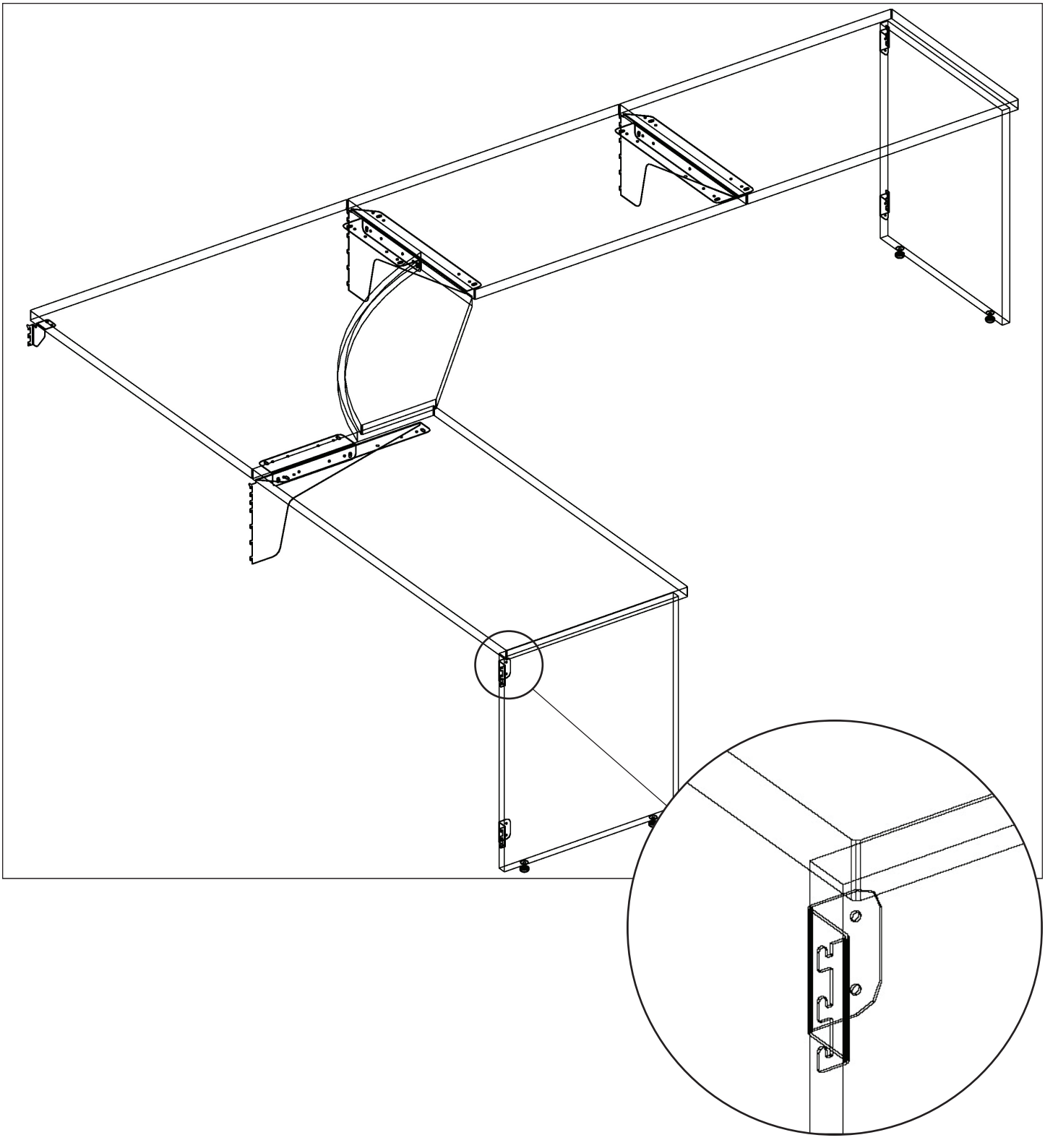


Double cantilever support

Single cantilever supports : They are similar to the double one type and they are available left and right hand as well. Same installation procedure as double support.



Single cantilever support L.H. shown



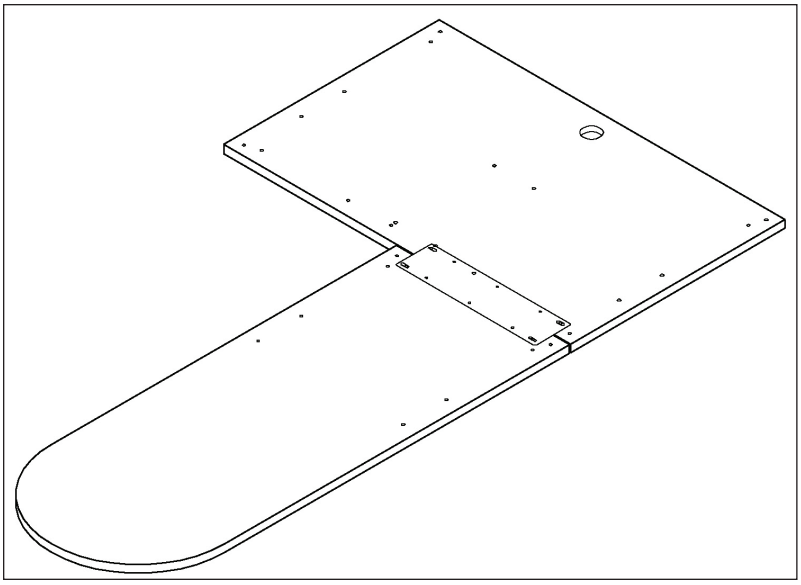
End gable - L.H. shown

End gables

End gables are used in place of cantilevers when additional support or a closed end is desired. End gables are available at standard worksurface height of 29 in. (737 mm). They are also specified as right or left hand.

First : Lift the end gable slightly and insert its bracket into the vertical slotted connector of the panel, making sure that the brackets connect with it.

Second : Screw into the pilot holes located near top and bottom of gable sides (use wood screw #8 x 1/2" square socket) and add a little angle bracket on the opposite side by using the same type of screws.



Flush plates

Flush plates are used to connect two surfaces with different width and when cantilever supports cannnot be used. Attach the flush plate by using same size of screws as for other supports into metal inserts.